

**DEPARTMENT OF HUMAN RESOURCES****Center for Learning and Development**  
**May Virtual Course Series****Tuesday, May 2****Unpacking Bias (Course Number: 0123W)**

Designed for all employees, this course will not only help participants examine the components of their workplace that impact the culture, but also strive to deconstruct them as a means of improving the culture. Bias is a general term that may be defined as prejudice, partiality, partisanship, favoritism, unfairness, etc. The overall objective is to intentionally work on the culture of the workplace to create a space for all to perform at a level that meets and exceeds expectations.

**Wednesday, May 3****Language Access (Course Number: 606W)**

Participants will receive information and resources in the area of communication and how to work with limited-English and non-English proficient populations of the District, an overview of the local statutes that mandate language access and details regarding what compliance requires within agencies and funded entities. As part of this course, personnel will also receive specific instructions and guidelines for customer service and how to use language line services.

**Thursday, May 4****Grants Management: Request for Application Development (Course Number: CU601)**

This is a City University training course on how to Develop and Publish Requests for Applications and is a course for all agency staff working in grantmaking. The course will teach participants all the components of a District-issued Request for Applications; how to write a comprehensive RFA; and the process for publishing an RFA in DC Government

## **Communication Strategies MSS (Course Number: 415W)**

The essential part of communication is hearing what is not said. Emotional awareness is necessary to convey your thoughts and feelings through transmission correctly.

This class will emphasize Communication Competency and will help the participant to recognize and understand: the goal of communication & its primary components, the knowledge and acceptance of core values and factors that influence communication, as well as recognize the influence as well as the impact of Emotional Intelligence in our engagement and interactions.

### **Friday, May 5**

## **Seven Levels of Professionals (Course Number 789W)**

Thinking on your feet means organizing your thoughts and ideas quickly and then conveying them meaningfully to your audience to modify their attitudes or behavior. It applies to formal speeches as well as everyday business situations. This course aims to improve your skills and learn new techniques to give you a persuasive edge when making a presentation, handling difficult questions, and presenting complex information. Discover how to shift your focus away from yourself to conquer your fear of speaking.

## **Performance Management MSS (Course Number 913W)**

Designed for MSS employees and Leads, this course will provide an overview of performance management best practices for supporting virtual teams. The session will feature key content on the performance management planning process, mid-year and annual reviews, and strategic goal planning for developmental purposes.

### **Monday, May 8**

## **Peer Coaching (Course Number 124W)**

Peer Coaching sessions are based on the Case Clinic approach of Theory U. It answers the following questions: What happens when we're challenged to listen, to take in another person's story without any agenda other than being present?

## **Tuesday, May 9**

### **PS Position Management (Course Number: 160)**

This course will guide users on appropriately updating position attributes and will identify all steps required to prepare a position for intended employee record changes. In addition, the course should users provide users with a complete understanding of the cycle from Labor Administration to Position Management and its effects on HR Processing. A few of the many topics discussed are creating, updating, and modifying a Position Number successfully.

## **Wednesday, May 10**

### **Fundamentals for DC GIS (Course Number: TO234)**

This half-day class will cover the fundamentals for GIS which include key terms, identifying spatial data, map making methods, common spatial analysis techniques and how to access resources and tools for creating map visualizations.

### **PS Reports/Query (Course Number: 166)**

This course will guide users' tips and tricks on how to run and schedule reports in PeopleSoft. Users will receive the commonly used reports and queries for WGI's, Leave, Time Reporting, FMLA, PFL, and more. Enrollees must currently be in an HR professional position/role.

### **PS Core HR (Course Number 161)**

Enrollees must currently have a PeopleSoft role as an HR Advisor, Assistant HR Advisor, or HR Administrator to participate in this course.

This course will guide users on how to appropriately use the PeopleSoft system to create, update and modify PARs for processing and identify the process status available to each role. It will locate all steps required to prepare PARs for various HR tasks and processes successfully.

## **Thursday, May 11**

### **City University Grants Management 101 (Course Number 600W)**

This course provides an overview of the grant's management lifecycle and the scope of the grant-receiving and grantmaking processes for District government agencies. The course is designed for professionals who are new to grants management or seasoned professionals who require a refresher course on grants management in the district. This includes professionals with backgrounds in accounting, technology systems, program management, and all relevant areas of public service.

### **PS Job Code Creation Indepen. (Course Number: 164)**

This course will guide users on how to create new Job Codes, update existing Job Codes within the PeopleSoft system and apply information from the Position Descriptions to the system. Enrollees must serve in the role as the Classifier at their agency. Attendance of this training and successful testing of the knowledge will provide role access to complete these functions. Users should leave this training with a full understanding of the attributes, processes and tools required to create and update Job Codes.

### **PS Commitment Accounting (Course Number: 165)**

This course will guide users on the HR Manage Commitment Accounting business process, enabling employees to budget for payroll expenses and track actual payroll costs. Agency Fiscal Officers will be able to use the Manage Commitment Accounting business process to define the fiscal year:

Budgets, calculate earnings, fringe encumbrances, pre-encumbrances, post encumbrances to your general ledger, and post actual earnings and fringe amounts to your general ledger. Officers will be shown how to access the budget information for both newly created positions and updates of existing positions and will be provided the steps for completing the funding approval. Enrollees must currently have a PeopleSoft role as an Agency Fiscal Officer.

Users will be able to demonstrate a complete knowledge base on the tasks required to be completed within Position Management. Enrollees must currently have a PeopleSoft role as an HR Advisor, Assistant HR Advisor, HR Administrator, or Agency CFO to participate in this course.

### **Monday, May 15**

### **Agency-Level Admin ELM Training (Course Number: 650W)**

This course will introduce the Enterprise Learning Management (ELM) system and the permissions and functions associated with the assigned role of Agency-Level (ALA) Administrator for your agency.

### **Communicating Non-Defensively (Course Number 501W)**

Employees will gain a clear understanding of why all people are naturally defensive, learn the symptoms and consequences of inappropriate defensiveness and learn how to disengage from a defensive position. Employees also will learn how to empathize with and disarm a defensive person, how to inquire and focus on the issues, how to non-defensively disclose their own needs and goals and depersonalize the issues.

## **Tuesday, May 16**

### **Emotional Intelligence Concept (Course Number: 917W)**

Incorporating Emotional Intelligence Concepts into the Hybrid Mindset. Designed for all employees, this course will focus on demonstrating the various adult emotional intelligence scales and how to best utilize these areas while working and supporting your team in a hybrid environment.

## **Wednesday, May 17**

### **Advancing Racial Equity MSS (Course Number: AE204)**

This training is designed to better equip District employees to identify and address issues of racial equity. The goal of the trainings is to increase staff's foundational knowledge of varying types of racism and the mechanism that have perpetuated racism, deepen discussions on dismantling race inequities, and build capacity in using racial equity tools that are essential to advancing race equity across departmental policies, programs, and practices - creating a fair and just District Government. This training is a pre-requisite for subsequent trainings in the racial equity training series.

### **Performance Management ESS (Course Number: 308W)**

This course introduces employees to the policy, theory, application, and systematic processes of the Performance Management Program. It is an interactive learning course designed to provide participants with a comprehensive understanding of the process by which employee performance expectations and objectives are identified, measured, and evaluated to meet the DC Government goals.

## **Monday, May 22**

### **Reasonable Suspicion MSS (Course Number: 909W)**

The purpose of this training is to teach managers and supervisors to identify circumstances and indicators that may create reasonable suspicion that an employee is using or under the influence of alcohol or drugs, supporting the referral of an employee for testing. The district requires that managers and supervisors participate in reasonable suspicion training within 60 days of appointment to a supervisory position and at least once every two years.

### **PS eRecruit (Course Number: 162)**

This course will guide users on how to create competitive and noncompetitive job postings in PeopleSoft, learn how to route candidates for employment consideration, navigate through the HR Approval process and much more.

Enrollees must currently have a PeopleSoft role as an HR Advisor, Assistant HR Advisor or HR Administrator to participate in this course. Users will be provided the tools to navigate the eRecruit system and successfully execute the functions and tasks to be completed in eRecruit.

**Wednesday, May 24**

### **PS Develop/Entering Questions (Course Number: 163)**

This course will guide users on how to create quality question sets and will aid on the appropriate way to upload the questions sets and apply the scoring for job postings. Enrollees must currently have a PeopleSoft role as an HR Advisor, Assistant HR Advisor or HR Administrator to participate in this course. Users will be provided with tips and tricks to searching within PeopleSoft for existing question sets and will be provided insight and suggestions in developing questions that will attract qualified candidates for job postings.

### **MBTI Myers-Briggs WebEx (Course Number: 403W)**

This course will provide a fundamental understanding of the various preferences displayed through the Myers-Briggs Type Personality Instrument. Come and learn more about the various personality types and various tools that introduce the assessment.

**Wednesday, May 31**

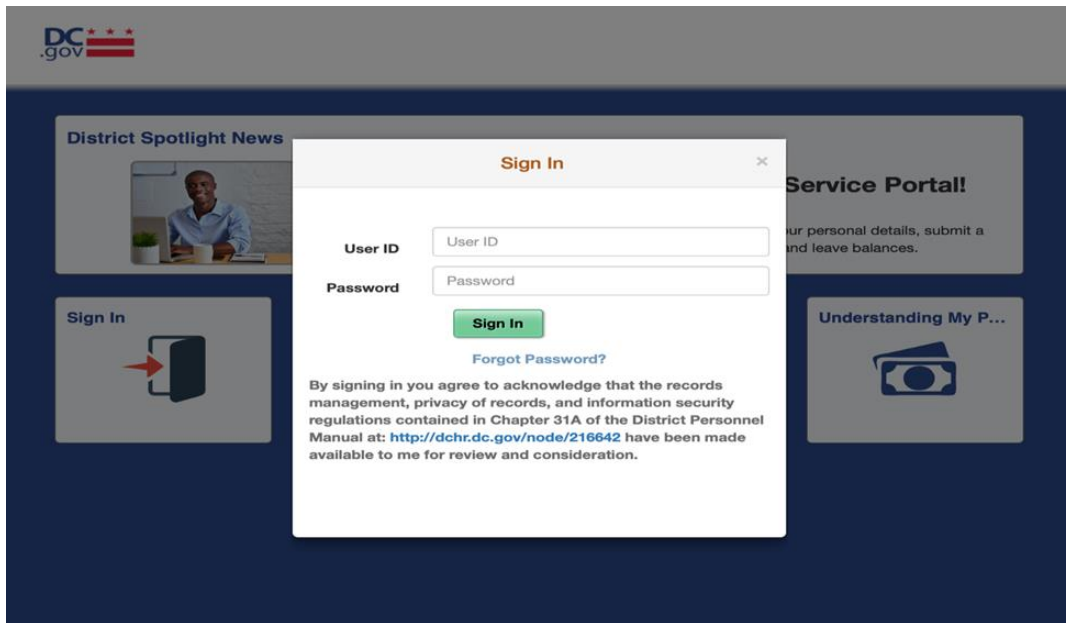
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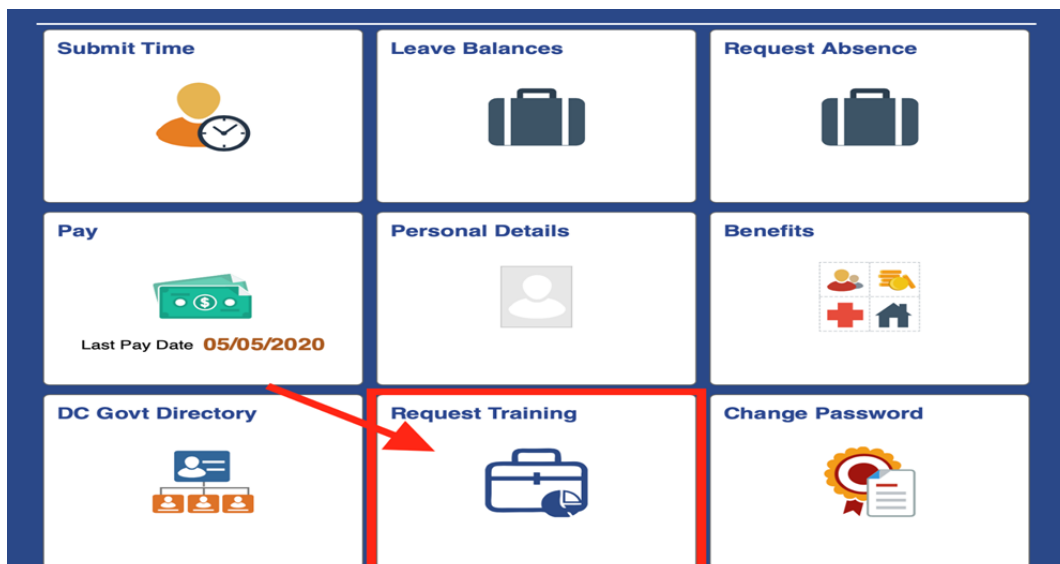
## Peoplesoft's Training Registration Guide

### QUESTION: HOW DO I ACCESS TRAINING COURSES?

**Step 1:** Log into Peoplesoft's ESS portal utilizing your dc.gov credentials. **\*If you've forgotten your password, please select "Forgot Password" to receive an autogenerated password.**



**Step 2:** Select "**Request Training**" from the landing page. Training can be found by navigation to Navigator→ Self Service→ Learning and Development→ Request→ Training Enrollment



**Step3:** There are several course **Search** options to choose from.

- **Course Name**
- **Course Number**
- **Location and Date**

**My Available Courses**

[My Mandatory Courses](#)

[Questionnaires, Materials and Surveys](#)

Please choose one of the search methods below to find a course session.

[Search by Course Name](#)  
[Search by Course Number](#)  
[Search by Location](#)  
[Search by Date](#)  
[CLD Course Catalog](#)

[Advanced Course Search](#)  
[Access Skillport Online Courses](#)  
  
[Career Management Tracks](#)  
[Core Competency Development](#)

**Go To** [Self Service](#)  
[Learning and Development](#)  
[Training Summary](#)

**Step 4:** If searching by **Course Name**, type in the title of the training in the search bar. Click “**Search.**” If searching by course number, select **Search by Course Number** and type in the course number. Click “**Search.**”

**Request Training Enrollment**

**Course Search**

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name

**Course Details**

Description	Course Detail	Course Number	Session Availability
KV Office 365		0001	No Sessions Available
Telecommuting [Online Course]		002W	<a href="#">View Online</a>
Ethics for DC Employees-Online		003W	<a href="#">View Online</a>
LGBT Cultural CompetencyOnline		004W	<a href="#">View Online</a>
HIV Awareness		005W	No Sessions Available
Paid Family Leave		006W	<a href="#">View Online</a>
Comp & Class Online Training		007W	<a href="#">View Online</a>
ACA Reporting in PeopleSoft		010W	<a href="#">View Online</a>